

Basic Skills Education Program (BSEP)

Overview for Schools

The Basic Skills Education Program helps fund remediation for Utah high school students who have been unable to pass all of the subtests on the Utah Basic Skills Competency Test (UBSCT) and have scored below a certain score on those subtests. The program pays stipends to remediation providers after the student has successfully passed the UBSCT. The amount of the stipend depends on the student's score.

When a school receives results from a UBSCT administration, the school will review the scores of students not yet participating in the Basic Skills Education Program for non-passing students whose scores are low enough to qualify for a stipend. For students who have attempted the UBSCT more than once and are not yet participating in the Basic Skills Education Program, the qualifying score is the student's **best** previous result on the UBSCT. Schools will then complete the following procedure:

1. Meet with qualifying students and their parents/guardian.
2. Inform the parents/guardians about the Basic Skills Education Program and the stipend amount that the parents' chosen provider would be eligible to receive when the student passes the UBSCT.
3. Provide parents with a description of the available district/charter school remediation services, including any cost charged to the parents above the stipend amount.
4. Provide parents with information on how to access a list of authorized "other" providers of remediation services.
5. Provide parents with one "Parent Notification and Declaration" form for each subtest for which the student qualifies for a BSEP stipend (make certain the proper SSID has been put on each form).
6. Clearly explain that parents must sign either the top or bottom of the form, but not both (forms with double signatures will not be accepted).
7. Explain that if the parents choose the "other" provider, they will need to take a copy of the UBSCT results along with the form to the "other" provider.
8. Collect forms from parents who choose to receive remediation from the district. Verify information and proper signature (top line), then forward to the Utah State Office of Education BSEP Coordinator (see address below).
9. Provide remediation services to students, and notify the Utah State Office of Education if a student stops receiving services for any reason.

If a student moves into the district, the school will need to review past UBSCT results, to the extent possible, to determine qualification. If the student has attempted the UBSCT multiple times, qualification is based on the **best** previous score. The school will provide information and forms to student's parent/guardian (see procedure above).

Parents may choose to change providers at the end of the student's junior year. If a parent wishes to change providers at the end of the student's junior year, make certain the parent understands

that the stipend will be based on the **best** previous score achieved by the student, and not necessarily the original score. The school should then provide information and forms to the student's parents/guardians (see procedure above).

After every administration of the UBSCT, the Utah State Office of Education will review the scores of all students for whom a valid "Parent Notification and Declaration" form has been submitted. If a student is successful in passing the UBSCT, the chosen provider receives payment in the amount of the stipend. The chosen provider will receive a summary page of these students and their qualified stipend amount. For districts/charter schools, the payment will be in one lump sum included in the district's end-of-month transfer from the Utah State Office of Education.

If you have any questions regarding the program, please contact Travis Rawlings at the Utah State Office of Education at (801) 538-7601, or by e-mail at travis.rawlings@schools.utah.gov. Completed "Parent Notification and Declaration" forms should be mailed to:

**Travis Rawlings, USOE
P.O. Box 144200
Salt Lake City, UT 84114-4200**